

# C.I.G. Administrative Instructions

CONFIDENTIAL

1 of 1

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

6 January 1950

SUBJECT: Manual of Agency Regulations.

1. a. Revised Agency regulations are being prepared for dissemination about 1 April 1950. The new regulations, in manual form, will contain a consolidation of current General Orders and Administrative Instructions. Assistant Directors and Staff Chiefs should review existing regulations in the light of their requirements and be prepared to recommend any changes deemed desirable. Recommendations will be called for by the Management Officer at the appropriate time.

b. Agency Notices will continue to be published.

c. Offices and Staff Sections are authorized to publish intra-office instructions.

2. a. The revised regulations will be divided into eleven broad categories as follows:

25X1A

- General
- Security
- Personnel
- Fiscal
- Services
- Operations
- Liaison
- Organization
- Budget
- Communications
- Correspondence and Procedures

b. Each category will be divided into titled sections with a table of contents preceding each category. A table of contents will also be provided for the entire manual.

25X1A

4. A format for the new CIA Regulations Manual is attached.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive

Attachment  
Regulations Format

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY REGULATION

6 January 1950

STATINTL

GENERAL

I. AGENCY REGULATION SAMPLE FORMAT

A. This is the format to be used for the new manual of Agency Regulations.

1. The paper, to be printed on both sides, is white 20 pound sulphate.
2. The text type is No. 250-9.
3. The security classification type is No. 229.
4. The manual will be reproduced by the offset method.
5. The Management Staff will review and the Director or the Executive will approve all regulations before they are forwarded to the Reproduction Branch.
6. New regulations or revisions may be initiated by any Office or Staff Section.
7. The Reproduction Branch will reproduce the regulations.

- B.
1. The heading of each page will be identical except that on even numbered pages the classification, number, and date will appear on the left hand margin and the Agency identification on the right margin.
  2. The category title will appear on only the first page of the category.
  3. Each main section will have a title.
  4. The sections within a category will be assigned Roman numerals in sequence.
  5. Main paragraphs within a section will be assigned capital letters in sequence.
  6. Sub-paragraphs will be assigned Arabic numerals in sequence.

- C.
1. The left and right margins are one inch.
  2. The bottom margin is  $2\frac{1}{2}$  inches.
  3. The top classification is on a line  $\frac{1}{2}$  inch from the top of the page and ends on the right-hand margin.
  4. The Agency identification is on a visible line one inch from the top and commences on the left-hand margin.

- 1 -

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CENTRAL INTELLIGENCE AGENCY REGULATION

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6 January 1950

5. The date is one line below the visible line and ends on the right-hand margin.
  6. The number is on the visible line and commences in the same space as the date.
  7. The visible line extends from edge to edge.
  8. The lower classification is on a line  $1/3$  inch from the bottom of the page and ends on the right-hand margin.
  9. The distribution is on a line 1 inch below the last line and commences on the left margin.
  10. The authentication on changed pages is on a line  $2/3$  inch below the last line and ends on the right margin.
  11. Each page within a category is numbered consecutively. The number is centered on a line  $1/3$  inch from the bottom of the page.
- D. In order that changes may be identified more specifically, a bracket will precede and follow each new or revised portion of all revised pages furnished with the change.
1. A double bracket  $\square \square$  will indicate that portion which has been deleted. When changes are too numerous to identify individual changes within a paragraph, a bracket will precede and follow the entire paragraph.
  2. If a bracket follows a paragraph number, it indicates that the body of the paragraph has been changed. If it precedes a paragraph number, it indicates that a paragraph has been added.
  3. When the pages are again revised, previous brackets will be dropped and new ones indicating new changes will be inserted.
- E. When the manual is initially published, it will be authenticated by the Director in the foreword. Thereafter, the final draft of each changed page will bear the signature of the Director or Executive and will be maintained by the Management Staff. Changed pages distributed for insertion into the manual will bear the new date and the printed initials of the signing official.
- F. A special binder will be provided to hold the new manual of Agency Regulations.

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- 2 -

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CENTRAL INTELLIGENCE AGENCY REGULATION

STATINTL

6 January 1950

G. No system of tabs will be provided. The use of a tab system is optional and left to the discretion of those using the manual.

H. The distribution will be indicated on the final page of each section.

I. Each section will commence on a new page.

AUTHENTICATED BY: C. L. W.

DISTRIBUTION: A

- 3 -

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Washington, D. C.

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b. Each category will be divided into titled sections with a table of contents preceding each category. A table of contents will also be provided for the entire manual.

3. The revised regulations will apply to covert activities to the fullest extent possible. Classified special supplementary regulations are authorized when required by security considerations.

4. A format for the new CIA Regulations Manual is attached.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE;

25X1A

[REDACTED]  
Captain, USN  
Executive

Attachment  
Regulations Format

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- 2 -



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